



LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lt. Governor

KENNETH C. HOLT
Secretary

TONY REED
Deputy Secretary

Pre-Proposal Conference

The following is a summary of items discussed at the Pre-Proposal Conference held on Thursday, March 8, 2018. This summary is intended to be a general record of the meeting and **does not** constitute an amendment to the RFP.

- **Introduction:** The meeting opened at 10:05 a.m. Amanda Sadler from DHCD Procurement presided. Fourteen (14) people attended, including six (6) people from DHCD and seven (8) representatives from seven (7) unique vendors.
- **Overview:** Mrs. Sadler went over key information of the solicitation:

Solicitation Number: DHCD-18-05 - REISSUE
Title: Turnstiles
Due Date: March 27, 2018 at 2:00 p.m.
- **Page 22, Section 4.17 - Mandatory Contractual Terms:** Mrs. Sadler called attention to this section of the RFP and stated that the State's mandatory terms and conditions are in the Code of Maryland Regulations (COMAR) and that taking exception to them may result in a proposal being rejected.
- **Page 6, Section 1 - Minimum Qualifications:** Mrs. Sadler explained that a factor that can automatically render a proposal not reasonably susceptible of being awarded a contract is not providing documentation of minimum qualifications.
- **Page 7, Section 2.3 – Scope of Work:** Mrs. Sadler introduced the Contract Monitor, Deb Tolson to speak in regards to the Scope of Work.
- **Vendor Questions and Comments:** Questions may be submitted up to close of business on Tuesday, March 20, 2018.
- **Adjournment:** The meeting closed at 10:45 a.m. All vendor attendees signed in. A site visit followed immediately after the pre-proposal conference.

Amanda Sadler 3/13/2018
Amanda Sadler, Date
Procurement Director

